

Approved 1/28/11

**Joint Capital Planning Committee
Town Room, Town Hall -- March 5, 2010**

Called to order: 8:34 a.m.

Present: Doug Slaughter, Sarah McKee (left early for another meeting), Kay Moran, Diana Stein, Catherine Sanderson, Carol Gray, Stephanie O’Keeffe, John Musante (left early for another meeting), Kathleen Anderson (arrived late) **Absent:** None

Presenting to JCPC: Town I.T. Director Kris Pacunas, School I.T. Director Jerry Champagne

Minutes: The February 19th minutes we approved as amended by unanimous vote. Consideration of the February 26th minutes was postponed. It was noted that lengthy and significant edit suggestions should be submitted ahead of time to allow for due consideration by the members.

Presentation: Town Information Technology

Mr. Pacunas reviewed his capital requests. Top priority is infrastructure for the Town and Library: switches and routers, computers, servers, printers and copiers. Other priorities include e-mail outsourcing, which enables secure off-site back-up and reduces server maintenance costs; MUNIS Dashboard, which increases operational transparency and allows more efficient fiscal tracking; fiber optic connection to Cherry Hill to get the computers and phones connected with the Town’s system; and mobile integration of the GIS system to improve access for Public Safety and Public Works staff in the field. He emphasized that technology investment enabled higher levels of service provision with fewer employees and reduced the number of trips that members of the public need to make to Town Hall.

Presentation: Schools Information Technology

Mr. Slaughter recused himself from the discussion, noting that Mr. Champagne is his supervisor. Mr. Champagne explained that his capital request was 68% less than last year, due to two key factors: the closing of Mark’s Meadow and redistribution of its equipment; and a one-year postponement of scheduled computer replacement, due to the complication of moving classrooms. He reviewed his priorities, including: a laptop cart; laptops for administrators and teachers; data projectors and whiteboards; UPS backups for the phone system; and multimedia items including TV, DVD player and VCR replacements. He called the phone system “an albatross,” and indicated that replacement would likely be an FY12 priority.

There was lengthy discussion about requesting funds for a broad category of items expected to need replacement (multimedia,) versus a specific accounting of which items would be purchased in what quantities, and whether these items conformed to the capital budget guidelines. That discussion was tabled to a future meeting.

The meeting adjourned at 10:00 a.m.

Respectfully submitted by Stephanie O’Keeffe